

FILED: *[Signature]*  
RETURN TO 6-1VITAL MATERIALS REPORT FOR WEEK  
ENDING - 24 DECEMBER 1954 RECORDS MANAGEMENT DIVISION

1. <u>TYPES OF MATERIAL</u>	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	2.5	3.3	202.3
Maps	0	0	48.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	<u>2.5</u>	<u>3.3</u>	<u>380.1</u>
B. (Measured by actual count)			
Cards (IBM)	18,968	16,869	4,080,124
Film Reels 35mm	0	0	5,729
Film Reels 16mm	186	0	2,297

## 2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo	1
* OSI	1
* DD/P	<u>31</u>
	<u>33</u>

## 3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb. 1952)	
B. Number of Offices With Established Schedule	11
C. Number of Offices in Which Schedules Are To Be Established	8
D. Offices Depositing This Week	8
E. Offices Delinquent in Depositing	1
Director's Office - Date of last deposit 24 Feb. 54.	

\* Material not accessible to Repository personnel.